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</table>
| New Regular | FY[Year] New [Position] | Appointment | School College RFA | Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Information, annual or hourly Salary, Background Check, include comment or note if “current, rehire, or new” | • Draft Offer Letter  
• Application  
• Resume/CV  
• Official Transcript (original required)  
• 3 Reference Letters  
• All Affirmative Action documents  
• Background Screen Clearance |
| New Term    | FY[Year] New Term [Position] | Appointment | School College RFA | Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Information, annual or hourly Salary, Background Check, include comment or note if “current, rehire, or new” | • Draft Offer Letter (including end date)  
• Application  
• Resume/CV  
• Official Transcript (original required)  
• 3 Reference Letters  
• Background Screen Clearance |
| Transfer of Any Type (within Research Faculty only) | FY[Year] Xfr [Position] Modified Package | Appointment | School College RFA | Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Information, annual or hourly Salary, Background Check, include comment or note if “current, rehire, or new” | (Modified Package - if all other docs were previously submitted with initial hire)  
• Draft Offer Letter (including end date, if applicable)  
• Resume/CV  
• If official transcript is on file with RFA, make note in TRACS  
• Background Screen Clearance  
• **If transferring to a regular position, include: Job Posting and All Affirmative Action documents** |
## GT-TRACS Package Requirements for RESEARCH FACULTY

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| New Postdoc   | FY[Year] New Postdoc Appointment School College RFA | Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Information, annual or hourly Salary, Background Check, include comment or note if “current, rehire, or new” | • Draft Offer Letter  
• Application  
• Resume/CV  
• Official Transcript (original required)  
• 3 Reference Letters  
• Background Screen Clearance |
| Postdoctoral Scholar | FY[Year] Postdoctoral Scholar Other School College EVPR (120) | Offer/Invitation letter (include begin and end dates)  
• Resume  
• Funding letter from sponsoring agency  
• Background Screen Clearance |
| New Visiting  | FY[Year] New Visiting [Position] Appointment School College RFA | Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Information, hourly Salary, Background Check, include comment or note if “current, rehire, or new” | • Draft Offer Letter (include end date)  
• Resume/CV  
• Funding Letter (if applicable)  
• Regular package is required for benefits eligible  
• Background Screen Clearance  
• Transcript (Visiting Student) |
| Rehire        | FY[Year] Rehire [Position] Appointment School College RFA | Proposed Title; Employment Type; New Hire Y/N, Citizenship, Effective Date, Degree Information, annual or hourly Salary, Background Check, include comment or note if “current, rehire, or new” | (Modified Package - if all other docs were previously submitted with initial hire)  
• Draft Offer Letter (including end date if applicable)  
• Resume/CV  
• If official transcript is on file, make note in TRACS  
• Background Screen Clearance  
• **If transferring to a Regular position, include: Job Posting and all Affirmative Action documents |

Updated 11/4/2019
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| Salary Requests *(all salary types)*           | FY[Year] Sal Inc - [Type]                   | Retention/ Sallnc | School College RFA     | Proposed Title; Employment Type; Citizenship; Effective Date; Degree Information (at least highest); Current and Proposed Salary, include comment or note if “current, rehire, or new” | • Memo to include: Employee Name, Employee ID, Job Entry Date, Current & New Salary, Last Increase (Amount and Effective Date), Additional Duties, if applicable, and *Salary at end of previous FY*  
• Comparative department/unit salary stats required for Equity increases |
| Retired but Working – RBW *(Research)*         | FY[Year] RBW                                | Appointment       | School College RFA     | Proposed Title; Employment Type; Citizenship; Effective Date; Degree Information (at least highest); Current and Proposed Salary, include comment or note if “current, rehire, or new” | • Draft Offer Letter  
• Request Letter to President (specify funding source)  
• Background Screen Clearance |
| Retired but Working – RBW *(Administrative Duties)* | FY[Year] RBW                                | Appointment       | School College RFA EVPR (120) | Proposed Title; Employment Type; Citizenship; Effective Date; Degree Information (at least highest); Current and Proposed Salary, include comment or note if “current, rehire, or new” | • Draft Offer Letter  
• Request Letter to President (specify funding source)  
• Background Screen Clearance |
| Joint/Concurrent Appointment *(working in two depts)* | FY[Year] Joint Hire [Current Position]     | Appointment       | School (both) College (both) RFA | Proposed (Current) Title, Courtesy Appointment Org, Effective Date, Degree Information | • Offer Letter *(include begin and end dates, percent time in both units and salary)*  
• *Should not cross over FYs* |
| Joint/Concurrent Appointment *(Teaching)*       | Semester or FY[Year] Joint Hire - Teaching  | Appointment       | School (both) College (both) VPGEFD (609) RFA | Proposed (Current) Title, Courtesy Appointment Org, Effective Date, Degree Information | • Offer Letter *(include begin and end dates, percent time in both units and salary)*  
• Upload transcript  
• Add note to include Teaching CIP code |
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</table>
| Leave of Absence (LOA)         | FY[Year] LOA                      | Other        | School College EVPR (120)         | Include Job Title in Note, Must add EVPR (120) to approvals tab                               | • Approved Leave of Absence Form  
• Notify Athena Jones in Notes section or upload confirmation of review from Athena |
| Conditional Offer              | FY[Year] New - Conditional [Position] | Other        | School College EVPR (120)         |                                                                                                | • Draft Conditional Letter  
• Resume/CV  
• Internal salary analysis (if applicable) |
| Termination – Lack of Funding (LOF) | FY[Year] Termination - LOF       | Other        | School College EVPR (120)         | Must add EVPR (120) to approvals tab                                                        | • Original Offer Letter  
• Draft Termination Letter |
| Termination - Retirement/Resignation | FY[Year] Termination – Resignation or Retirement | Other        | School College EVPR (120)         | Must add EVPR (120) to approvals tab                                                        | • Resignation letter or email from employee |
| Termination - Performance      | FY[Year] Termination – Performance | Other        | School College EVPR (120)         | Must add EVPR (120) to approvals tab                                                        | • Correspondence/approval from GTHR – Employee Relations |
| External Adjunct (Courtesy Appointment) | FY[Year] External Adjunct      | Appointment  | School College EVPR (120)         | Proposed Title; Employment Type; Effective Date, Degree Information, Background Check       | • Offer Letter  
• Transcripts or a note stating they are on file  
• Resume/CV  
• Background Screen Clearance |
# GT-TRACS Package Requirements for **RESEARCH FACULTY**

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<tr>
<td><strong>Internal Adjunct</strong></td>
<td>FY[Year] Internal Adjunct</td>
<td>Appointment</td>
<td>School College EVPR (120)</td>
<td>Proposed (Current) Title, Courtesy Appointment Org, Effective Date, Degree Information</td>
<td>• Offer Letter (<em>include begin and end dates, percent time in both units</em>)</td>
</tr>
<tr>
<td><strong>Requests for Emeritus Status</strong></td>
<td>FY[Year] Emeritus Status</td>
<td>Other</td>
<td>School College RFA EVPR (120)</td>
<td>Must add College, RFA, EVPR (120), and President (800) to approvals tab</td>
<td>• Emeritus Form</td>
</tr>
<tr>
<td><strong>Dual Appointment Agreements</strong> (DAA)</td>
<td>FY[Year] DAA</td>
<td>Other</td>
<td>School College RFA EVPR (120)</td>
<td>Must add College, RFA, and either EVPR (120) or Provost (600) to approvals tab based on reporting</td>
<td>• Signed <a href="#">USG Dual Appointment Form</a></td>
</tr>
<tr>
<td><strong>Adding Teaching Duties</strong></td>
<td>FY[Year] Teaching</td>
<td>Appointment</td>
<td>School College OFA (609)</td>
<td>Proposed Title (retain current title), Employment Type, Effective Date, Degree Information, Background Check</td>
<td>• Draft Offer Letter (retain current title)</td>
</tr>
</tbody>
</table>

**Beginning February 1, 2017, packages not using the naming convention in this document will be returned by Faculty Affairs for editing.**